

11 May 1999

MEMORANDUM FOR DENTAC PERSONNEL

SUBJECT: U.S. Army Dental Activity (DENTAC) Policy Letter
#99-15 -- Supplement to I.M.P.A.C. Credit Card Standing
Operating Procedures

1. Purpose. This supplement to the I.M.P.A.C. Credit Card SOP designates, describes the responsibilities of the Fort Huachuca Dental Activity for credit card usage, and prescribes procedures for the cardholder(s) and approving officials. In particular, it prescribes internal procedures for handling and processing receiving reports.

2. Responsibilities.

a. Cardholder(s) who have been authorized by the Directorate of Contracting (DOC) and MEDDAC Resource Management (RM) to use a credit card for official Fort Huachuca Dental Activity purchases must comply with current regulatory guidance, the I.M.P.A.C. Credit Card SOP, and this supplement. A credit card may be used only by the individual to whom it has been issued and only for authorized Government purchases. The I.M.P.A.C. Credit Card has strict usage (charge restrictions) limitations. The Delegation of Authority issued to each cardholder by the Health Center RM specifies a dollar limit for single purchases of \$2,500. (This amount cannot be increased!) Cardholders, in accordance with the SOP and Delegation of Authority, may purchase only authorized supplies and services and must ensure that purchases do not exceed the approved limit. No one but the cardholder may sign credit card transactions. For all credit card transactions, the cardholder must use the same name and spelling as it appears on their appointment memorandum and the credit card. Within 3 days of receipt, the cardholder must reconcile the Statement of Account as specified in the I.M.P.A.C. Credit Card SOP and forward it to their approving official.

b. Approving Official. The Fort Huachuca DENTAC's approving officials as appointed by the DOC are the Executive Officer, Senior Dental NCO/First Sergeant, and the NCOIC. They

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must comply with the provisions of the I.M.P.A.C. Credit Card SOP and must ensure that cardholders comply with all regulatory requirements. The approving official will be responsible for the reconciliation of the Statement of Account (SOA) in the absence of the cardholders and provide the completed documentation with the SOA to the fund certifying official within 3 working days. The fund certifying official will forward the completed SOA to the designated paying office. A copy will be maintained at the dental clinic for the specified period. A copy of the completed SOA will also be forwarded to RM.

3. Procedures.

a. Accountability for each card is the responsibility of each credit cardholder and the approving authority officer as well as comply with all regulatory guidance and regulations.

b. Delivery will be made to building 45005, Runion Dental Clinic, Supply Room. Invoices and documents will be prepared at this time. In case of a property book item, these items must go through the Property Book Office and Medical Maintenance for an initial check.

c. If possible, the cardholder should sign/receive personally vendor-delivered items. However, when that is not possible, and only with the cardholder's permission, an alternate may receive or pick up items from vendors. The actual card is NOT authorized for use by any other person, nor is it transferable within DENTAC under any circumstances.

d. Invoices must contain the following:

- Cardholder's Name
- Description of item
- Quantity of each item
- Extended total price of each item
- Delivery address
- Date of delivery
- Order number of call number(cardholder's numerical log)
- Vendor's name, address, and phone number
- The phrases "credit card" and "paid" purchase

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The cardholder, or authorized representative, will compare the materials included in the shipment with the invoice to ensure they agree. Any discrepancies need to be reported to the DENTAC commander.

e. At the end of each billing cycle (30 days), a statement will be sent to each cardholder.

HARLAND G. LEWIS, JR.
Colonel, Dental Corps
Commanding